

CHANGE ANNOUNCEMENT

TRAINING MODULES AND TOOLS Effective 10-23-2006

CHANGES

The Training Guides on VRIS have been replaced with Training Modules and Tools. The modules and tools are to be used in training a new staff member based on their roles and responsibilities within a team. In addition, the modules may be used for staff who have transferred or undertaken different roles and responsibilities within the team, office or agency. The use of the training modules, training tools and the training portfolio are mandatory for Service and Rehabilitation Specialist, but optional for Associates.

VRIS UPDATE

The menu of Training Modules and Training Tools can be viewed by clicking Training Modules/Tools displayed in the left side column of the VRIS: Home Page under the heading New Staff Training.

FORMS REVISED

All previous Training Guides are now obsolete. The new modules and tools displayed as hyperlinks can be downloaded by clicking on the document. Documents with an (*) must be requested from Pat Bracken by Office Directors or Area Administrators.

MONITORING REQUIREMENTS

The Training Portfolio will be the monitoring component. An 8-part three-ring binder will be used by the trainee to maintain various training and evaluation related documents. The Training Portfolio is periodically reviewed by the Office Director and Program Director. When the performance appraisal recommending appointment to permanent status is made to the Area Administrator, the Training Portfolio must accompany the performance appraisal.

LEADERSHIP CONTACT

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